

CUK Edinburgh Group Minutes of the 2022 AGM Held on 26th March 2022



Due to restrictions caused by the Covid-19 pandemic over the last 2 years, this was the first face to face meeting which the Edinburgh Group were able to hold with members since the December 2019 GF Christmas Dinner members event.

On entry and during the whole of the afternoon's event, all Scottish Covid Hygiene rules applicable as at 26th March 2022 were followed to the rule.

Presiding:

Wilma Fraser – Group Organiser

Welcome

Wilma and the committee extended a very warm welcome to everyone on arrival to the venue who were advised to "sign in" with Alan Shearer and made aware that raffle tickets were on sale by Frank at £1.50. In the February Newsletter, it was advertised that due to the cost of hiring the venue for each meeting having gone up in price now to £170, unfortunately from March this year there would be a slight increase in refreshment and cakes entry cost from £3.50pp to £5pp with continuing no charge for children. This rise did not seem to deter the very good attendance we had at this AGM meeting.

Itinerary & Intimations

The following Itinerary and Intimations were then announced by Wilma at the start of the meeting;

- Wilma commented that she was very pleased to see such a good attendance after such a long period of unforeseeable absence. She highlighted that the formal part of the meeting would hopefully be short as she was sure everyone was looking forward to the Afternoon Tea and Fundraising Raffle which was to follow after the AGM proceedings.
 - Regarding Health & Safety, as always Wilma raised awareness of the Fire Drill rules, Regulations and Procedures and indicated who the appointed Fire Wardens were at this meeting and where the fire exits were in the event of an evacuation. So that the Fire Warden can have a note of who was left in the building if there were an evacuation, Wilma also stressed the importance that everyone attending this meeting and every Edinburgh Group meeting should sign the group's "Signing In Book" as they arrive, details of which would be destroyed after each meeting due to Data Protection.
 - Unless seated, members were asked to please wear their face mask when moving around.
 - The AGM formalities should finish at approximately 2.30 and the Afternoon Tea can begin!
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- All home baking has been provided by the committee and volunteer helpers who will happily provide recipes!
- Members were thanked for continuing to donate a prize for the raffle table!
- Members were informed that the raffle will be drawn at around 3.10pm
- Members were informed that Morrisons and Nairns had donated items for hampers!
- Members were advised that they can come up and speak to committee at the Newly Diagnosed table one at a time (still following Covid rules)
- Members were told about the already planned 2022 forthcoming event of our **Summer Gluten Free Lunch at the Hilton Brasserie on 10th July** and asked to please note this date and event in their diaries, with further information to follow in the next few weeks.
- Members were advised that within 28 days of this AGM 2022 meeting, AGM Minutes will be emailed to members opting for this service from our Edinburgh group. They were also advised these will be available to download or to view from our Edinburgh Group web page, or by sending an A5 SAE to Wilma Fraser, 74 Eskdale Terrace, Bonnyrigg, EH19 2BP for a paper copy. Unless a SAE is sent with a request, then paper copies will not be sent to our members due to mailing and photocopying costs.

Minutes of the 2019 AGM held on 23rd March 2019

Wilma reminded members that the 2019 AGM Minutes (our last AGM) recording votes and decisions for that period, had been available for all Coeliac UK Edinburgh Group members to view on-line, download and paper copies sent on request within the 28 day timescale since the 2019 AGM.

A few paper copies were made available for members attending this 2022 AGM.

Matters Arising from these above 2019 Minutes or Questions

There were no outstanding points arising from these Minutes as any questions raised at that meeting were duly answered and accepted.

Acceptance of the 2019 Minutes as a true record:

- Proposed by: Sandra Paden
- Seconded by: Frank Meehan

Treasurer's Report & Accounts for 2018 – 2021

Produced and read by Alan Shearer, Group Treasurer

Brought forward into 2019	<u>£2,515.25</u>		
<u>Income</u>			
	<u>2018</u>	<u>2019</u>	<u>2020</u>
	<u>2021</u>		
Fund raising events	£673.65	£247.00	0
Donations	£1504.50	£1377.00	£1074.00
Food Fair	£906.00	0	0
Group Events	£407.50	£276.50	0
Social Events	£1737.00	£1948.00	0
Other Income (Refunds)	0	0	£267.50
Total income	<u>£5228.65</u>	<u>£3848.50</u>	<u>£1341.50</u>
			<u>£1147.00</u>
<u>Expenditure</u>			
	<u>2018</u>	<u>2019</u>	<u>2020</u>
			<u>2021</u>
Meeting Hall costs	£723.50	£330.75	£106.50
Fund raising costs	£149.38	£255.29	0
Postage	£515.00	£174.00	£122.00
Printing and stationery	£1110.56	£653.98	£283.78
Travelling	£502.22	£626.61	£2.20
Food Fair	£208.50	0	0
Children's Parties	£410.41	£132.04	£80.00
Social events	£1737.00	£1956.00	£29.30
Other	£332.00	0	£468.99
Total expenditure	<u>£5688.57</u>	<u>£4128.67</u>	<u>£1092.77</u>
			<u>£584.88</u>
Opening bank balance	<u>£2975.17</u>	<u>£2515.25</u>	<u>£2235.08</u>
Total Income for year	<u>£5228.65</u>	<u>£3848.50</u>	<u>£3576.58</u>
Total expenditure	<u>£5688.57</u>	<u>£4128.67</u>	<u>£1092.77</u>
Total balance 31st December	<u>£2515.25</u>	<u>£2235.08</u>	<u>£2483.81</u>
			<u>£3045.93</u>

Questions arising from this Treasurer's Report and answered by the Treasurer

Margot Alexander asked: What does;

- a) The £80 expense for Children's Parties in 2020 relate to?
- b) The £29.30 expense for Social Events in 2020 relate to?
- c) The £37.40 expense for Social Events in 2021 relate to?

Treasurer's Reply:

- a) The £80 was a deposit paid by the group (expense) at the beginning of 2020 (pre Covid) for the planned 2020 Children's Party. As this party was cancelled, the deposit of £80 was later reimbursed to the group as income in 2020.
- b) The £29.30 was for teas/coffees (expense) at a face to face committee meeting in February 2020 (pre Covid).
- c) The £37.40 was for teas/coffees (expense) at a face to face (social distanced) committee meeting in November 2021. All Covid rules in force at that time were applied for this committee meeting.
 - Re (b) and (c) above, just to confirm that these two expenses were not for "Social" Events, although itemized in the "Social Events" column.

Group Treasurer's Report & Accounts for the years 2018-2021 to be Approved

Proposed by: Fiona Moug
 Seconded by: Donald Carruthers

Group Organiser's Report for 2019 - 2021 *prepared and read by Wilma Fraser*

Summarizing the Group's Events & Activities between 2019 - 2021

23rd March 2019 - AGM & Cookery Demonstration

After the short 2019 AGM, Carol Evans our Secretary gave a brilliant cookery demonstration which everyone at the meeting enjoyed. Using the flour and her own recipes, she was able to let members see how easy it is to bake gluten free. Lots of questions were asked which Carol kindly took the time out to answer whilst rolling out the pastry and the like! All of this baking was available afterwards for tasting! Once the demonstration was over, the raffle was drawn and the two winners won the gluten free hampers donated by Sainsbury's and Morrisons. The group raised £58 from this raffle. Committee had provided homemade gluten free baking to be enjoyed by tea or coffee afterwards.

27th April 2019 – New Members Meet-Up at Kimpton Charlotte Square Hotel

Invitations were sent to members to attend an informal New Members Meet-up. Following this invite at the Kimpton Charlotte Square Hotel in the Library room, a group of newly diagnosed members enjoyed chatting to others in the same situation as themselves, whilst Lorna and Wilma from the committee answered any questions and helped allay any fears of venturing and continuing on the "gluten free way of life". Various coeliac and associated leaflets were handed out whilst everyone enjoyed gluten free biscuits and tea/coffee.

11th May 2019 – Coeliac Children's Picnic & Play at Dalkeith Country Park

This was the group's first outdoor event! Although parents brought along their own child's picnic, the committee added additional treats! The Bell Tent had been booked in the event of rain, however the sun shone and the children thoroughly enjoyed themselves. Due to the smaller uptake of this event, siblings were also invited along! Fun, laughter and lots of picnic goodies to enjoy – what a great outdoor event this proved to be! We later realized that some people hadn't opened up the invite which had automatically gone into the "Junk" folder, hence the reason for the smaller response!

28th July 2019 - Summer GF Lunch at the Hilton Bread Street Brasserie

Once again, members and their friends and family came along and enjoyed a delicious gluten free lunch afternoon, held at the Hilton Bread Street Brasserie. Feedback from all at the lunch was a "thumbs up", both for the delicious meal and for the service from the restaurant staff. Monboddo at the Hilton donated a voucher for an Afternoon Gluten Free Tea to be raffled at this lunch. A big thank you went to Monboddo for their very kind donation and to our members who bought raffle tickets where £80 was raised to help towards our fundraising efforts.

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21st September 2019 for the New Coeliac Members (diagnosed or joined May-Sept)

Members who were newly diagnosed since May 2019 to September 2019 were invited to join the committee and other newly diagnosed members for a coffee and chat. Held this time in the Map Room of Kimpton Charlotte Square Hotel, there were eight members who managed to come along and who thoroughly enjoyed the chat with everyone. It gave them a chance to ask questions, pick up hints and tips and meet others in the same situation as themselves. Our meetings are always held on a Saturday, which is hopefully a day when the majority of people aren't at work and can attend.

2nd November 2019 - The Future of NHS Coeliac Care in the Lothians

Roslyn and Theresa from the NHS gave a superb update to the 2018 presentation of "The Future of Coeliac Care in the Lothians". There was a lot of interest with plenty Q&A's afterwards!

A fundraising raffle was held afterwards which raised £109 towards the running of this group (this amount included the sale of donated homemade tablet)!

A well-attended meeting by our members who afterwards enjoyed the refreshments and home baking provided by the committee.

5th December 2019 – Gluten Free Christmas Dinner

Held at The Apprentice Restaurant, Granton Campus, all 40 tickets for this event were sold out as it's getting more successful each year! Once again the students at the college didn't let us down.

Everyone thought the whole meal was wonderful and contributed to the gratuity envelopes which were left on each table and the amount raised was presented to the students, thanking them for all their efforts in not only preparing and producing a tasty gluten free meal but also the professional hospitality which was given to our members on arrival and during the course of the evening.

2020 and 2021 – Because of the pandemic restrictions all meetings and events ceased.

Questions arising from this Group Organiser's 2019-2021 Report?

There were no questions arising from this Group Organiser's Report.

Adoption of this Group Organiser's Report

Proposed by; Pam Skrgatic

Seconded by; Elizabeth McCormack

Proceedings of Election of Office Bearers

Presented by Wilma Fraser, Group Organiser

Group Organiser = Wilma Fraser

Proposed by: Isabel Lawson

Seconded by: Ann Smith

Group Secretary = Carol Evans

Proposed by: Wilma Fraser

Seconded by: Jill Hudson

Group Treasurer = Alan Shearer

Proposed by: Sandra Dunn

Seconded by: Donald Carruthers

Committee:

David Lamb (Fundraising team) and

Lorna Taylor (Facebook Co-ordinator)

Proposed en bloc by: Pam Skrgatic

Seconded by: Alan Shearer

Standing down (since last AGM) = Carole Callander and Hannah Lloyd

Any Other Business

There was no other business and the AGM part of the meeting closed at: 2.27pm

Gluten Free Afternoon Tea & Fundraising Raffle

This after AGM event, which around 30 members attended, proved to be a great success. The tables and chairs were set up as Café style, which meant that everyone was able to chat to all at their table at ease, whilst enjoying the copious amounts of cakes – washed down with tea of course!

Depending on our future types of meetings, Café style may not always be suitable.

Most people at this meeting won a prize and the group benefitted from raffle takings of £45 plus sale of gluten free products at £23.25 = Totalling £68.25.

Entrance fees totalled = £130.

Of course there will be baking, refreshments and Covid Hygiene sanitising Expenses for this event.

All in all a very good first meeting in 2 years which ended at 4pm with out of hall by 4.30pm.